

## myFinance User Guide

### Create a goods receipt for an amount only order

060-04-03

The following topic will demonstrate how to record goods and services as 'Received' for an Amount Only order. Amount Only orders are received by the dollar amount of items rather than the quantity of items.

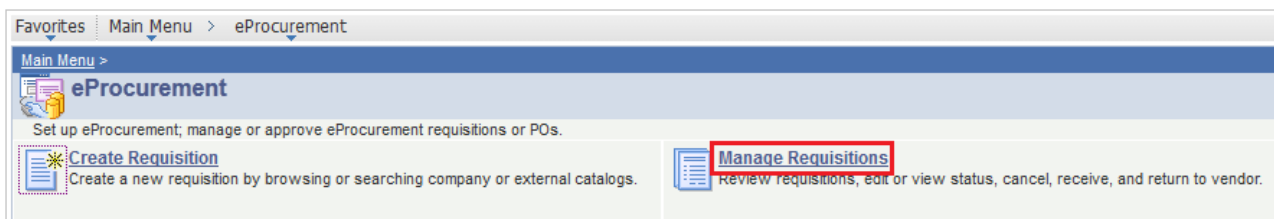
#### Learning Objectives

Upon completion of this lesson, learners will be able to:

- Create a receipt for items on an amount-only order

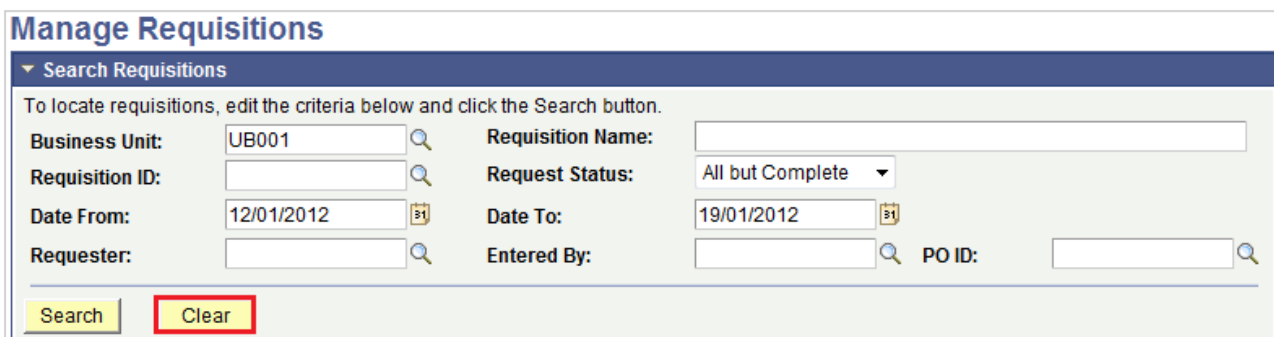
#### Procedure

1. In the **Menu**, click the **eProcurement** link.
2. Click the **Manage Requisitions** link.



*Hint: By default, the system displays only requisitions created in the previous 7 days.*

3. To search for the requisition, first click the **Clear** button.



The screenshot shows the 'Manage Requisitions' search form. The 'Clear' button is highlighted with a red box. The form includes fields for Business Unit (UB001), Requisition ID, Date From (12/01/2012), Date To (19/01/2012), Requester, Request Status (All but Complete), Entered By, and PO ID. There are 'Search' and 'Clear' buttons at the bottom.

4. Enter "**UB001**" into the **Business Unit** field.
5. Enter the requisition number into the **Requisition ID** field.
6. Click the **Search** button.

- Click the **Select Action** drop-down list.
- Select **Receive Order**.
- Click the **Go** button.

**Requisitions**

To view the lifespan and line items for a requisition, click the Expand triangle icon: ▾

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Total	
▾ 0000026946	Neverfail Standing Orde...	UB001	17/01/2012	PO(s) Dispatched	742.50AUD	<Select Action...> <b>Go</b> <Select Action...> Change Request Copy Requisition <b>Receive Order</b> Return to Vendor View Approvals

- Tick the checkbox next to the item(s) you wish to include on the **Receipt**.
- Click the **Receive Selected** button.

**You have 3 lines open for receiving for requisition Neverfail Standing Order 2012**

**Receive Selected** and go to the Receive Form.

Customize | Find | View All |   First 1-3 of 3 Last

Requisition Lines to Receive | Purchase Order Details

	Req BU	Requisition	Item Description	Tot Req Qty/Amt	Accepted to Date	UOM	Recv By	Ship To	Vendor
<input checked="" type="checkbox"/>	UB001	Neverfail Standing Order 2012	<a href="#">Bottled Water for the period 1 Jan 2012 to 31 Dec 2012</a>	500	0	EA	Amount	MTH_D_0.7	NEVSPR-00-001
<input type="checkbox"/>	UB001	Neverfail Standing Order 2012	<a href="#">Fuel Levy</a>	50	0	EA	Amount	MTH_D_0.7	NEVSPR-00-001
<input type="checkbox"/>	UB001	Neverfail Standing Order 2012	<a href="#">Water Cooler Rental</a>	1	0	EA	Qty	MTH_D_0.7	NEVSPR-00-001

*Hint: When receipting **Amount Only** orders, the **Received Amount** field is available to change. The **Received Amount** field will always show the available dollar amount for that line.*


- Enter the dollar amount (GST Exclusive) of the goods received (rather than the actual quantity of items) into the **Received Amount** field.
- Click the **Save Receipt** button.

### Receive Items

New Receipt

Business Unit: UB001

Receipt Status: Open

\*Received Date:  

Line	Item Id	Item Description	Currency	Received Amount	Received Qty	Accept Qty
1		Bottled Water for the p	AUD	500.00000	1.0000	1.0000

**Save Receipt**

14. Click the Return to **Manage Requisitions** link.

### Receipt Saved Successfully

You have saved receipt # 0000058142 containing the following items:

Line	Item Description	Received Amount	Received Qty	Reject Qty	Accept Qty
1	Bottled Water for the period 1 Jan 2012 to 31 Dec 2012	100.00000	1.0000		1.0000

[Return to Manage Requisitions](#) [Return to Receiving](#)

*Hint: The status of the Requisition is now Partially Received. The above process is repeated each time a delivery is made against this order.*

Req ID	Requisition Name	BU	Date	Status	Total
<a href="#">0000026946</a>	Neverfail Standing Orde...	UB001	17/01/2012	Partially Received	742.50AUD

End of procedure.